DOCUMENT RESUME

ED 239 621 IR 050 580

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TITLE Circulation Policies of Some State-Supported Academic Libraries in Idaho, Illinois, Indiana, Iowa, Montana, South Dakota and Washington.
PUB DATE [82]
NOTE 30p.; Best copy available.
PUB TYPE Reports - Research/Technical (143)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *College Libraries; Fines (Penalties); Higher Education; Interviews; *Library Circulation; Library Research; Library Surveys; *Position Papers; *State Colleges
IDENTIFIERS *Illinois; *Library Procedures; Library Users; United States (Midwest); United States (West)

ABSTRACT

Eighteen state-supported academic libraries, primarily in Illinois but also in other midwestern and western states, were contacted by letter (14) or by telephone (4) in order to obtain information on their circulation policies and procedures. Fifteen libraries responded by sending copies of their policies. Information was also collected by visiting and talking with circulation librarians in some of these libraries. This document outlines findings of the investigation. Sections cover: (1) general statements of library circulation policy as found in policy statements or state administrative codes; (2) types of users allowed to borrow library materials; (3) loan periods for books; periodicals; reserve materials; browsing room books and materials; newspapers; maps, pictures, and pamphlets; records; government documents; microforms; instructional materials and juvenile books; and theses; (4) fines and fees for the same categories of materials; (5) charges for lost materials; and (6) policies for dealing with unclear records, i.e., student records which note unpaid library bills. A summary of the circulation procedures reported and a list of six references conclude the document. (ESR)

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CIRCULATION POLICIES

OF SOME STATE-SUPPORTED ACADEMIC LIBRARIES

IN

IDAHO,

ILLINOIS, INDIANA, IOWA, MONTANA, SOUTH DAKOTA AND WASHINGTON

By

Bill V. Isom

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Contents

	Pages
Introduction	1 - 2
Section - I - General Statements of Library Circulation Policy	3 - 4
Section - II - Types of Users	5 - 6
Section -III - Loan Periods for Various Kinds of Materials	7 -14
Section - IV - Fines and Fees	15 -20
Section - V - Charges for Lost Materials	21 -22
Section - VI - Unclear Records	23
Summary and Comments	24 -26
References	27

Introduction

In most libraries, the circulation desk is located near the main entrance. Circulation personnel, who, many times, have initial contacts with users, can make influential first impressions. Therefore, it is not only necessary to have capable individuals scheduled there, but also that those individuals have readily available, in writing, clearly stated circulation policies to follow. It is also necessary that other personnel who circulate materials in other areas of the library have written policies available, too.

In the summer of 1981, the Dean of Library Services at Eastern Illinois Uniersity appointed a committee to recommend circulation policies for adoption. That committee completed a list of such policies, most of which were approved by the Eastern Library Faculty and Faculty Advisory Committee, and adopted.

The writer of this paper, Chairman of Eastern's Library Circulation Policies Committee (ongoing) and Head of Circulation Services at Eastern Illinois University Library, has obtained policies from certain academic libraries in an effort to possibly aid in improving upon Eastern's policies and to, perhaps, give other universities the opportunity to improve their policies.

Most of the information contained in this study was obtained from written policies received from libraries. However, more was obtained from visiting and talking with some circulation librarians in academic libraries.

Of the 18 libraries contacted (14 by letter, 4 by phone), 15 responded by sending their policies. All are state-supported universities in the western and midwestern parts of the United States, more in Illinois than in any of the other states. The orginal intention was to study only those libraries in Illinois. But the writer decided that such a representation was too narrow, that a broadening of the scope would add interest and effectiveness to the undertaking.

Circulation policy has received scant attention in library literature. What reference there has been to library policy has concerned selection and acquisition:

> . . . the total circulation process . . ., seldom receives much attention from the profession at large. . . . the circulation librarian works in virtual isolation from professional colleagues. His/her problems and concerns are seldom recognized, much less understcod, by peers or superiors.[1]

A somewhat dated study was done by the American Library Association in 1968.[2]

I. General Statements of Library Circulation Policy

According to information received, the following state university libraries have general statements of their library circulation policies:

A. Eastern Illinois University Library

> Library Services at Eastern Illinois University exists in a support capacity to provide books and materials to be circulated to members of the university community and, within reason, to all seriously academically minded individuals. The circulation policies contained herein are designed to accomplish the above goal.
>
> To fulfill its total service mission, the library always retains the option to recall books charged out.[3]

B. Illinois State University Library

> The following rules constitute the general circulation policies of the Illinois State University Library. These rules are intended to insure equality of treatment, yet provide for the widest possible use of library materials. It is realized that there will always be exceptions to any rules. When circumstances arise, it is expected that the library faculty and staff will exercise common sense and good judgement in granting exceptions.[4]

C. University of Washington Library

> The Board of Regents of the University of Washington has established . . . regulations which govern the lending of the library material from the University of Washington Libraries (excluding the Law Library and Computing Center).
>
> The Board of Regents reserves the right to add, delete or modify portions of these rules and regulations, including fine schedules, in accordance with its regulations and with applicable laws after consultation with library staff and representatives of major user groups.[5]

D. Washington State University Library

> (1) Washington State Universities' major functions are to acquire and preserve the corpus of information and knowledge essential to the institution's teaching, research, and service programs; to organize this information and knowledge; . . . . . ; to retrieve it upon demand; . . . . . .

(2) Libraries' policies, rules, and regulations are based on the belief that the needs of the University community as a whole take precedence over individual convenience.

(3) . . . . . ., exceptions to the regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the University community, such exceptions may be made only by a member of the Library Faculty.

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(7) All of the Libraries' policies . . . . . will apply equally to all . . . . . Washington State University Libraries.

(8) The Board of Regents reserves the right to add, delete or modify . . . . . these rules and regulations . . . . . [6]

While it is apparent from the above quotes that policies affecting circulation in Washington libraries are embodied in a state administrative code, those of Illinois libraries are not. Although no mention of exceptions to lending rules is made in either the Eastern Illinois University Library or University of Washington Library general statement, they can be made in certain cases (according to later pages in both policies).*

*Note: Unless writer is quoting directly from university library policies, no number will be given for references at end of paper.

II. Types of Users

A. All of the libraries lend to students, faculty and staff.

B. The libraries listed below lend to residents (some to state, some to county, some to community, etc.):

1. Eastern Illinois University Library - county.

2. Northern Illinois University Library - state.

3. Illinois State University Library - community.

4. University of Illinois Library - state.

5. Southern Illinois University Library - coursety card holders (These users are just listed in Southern's policies, not defined.)

6. Washington State University Library
According to Policies, "Upon request and proper identification, authorized borrower cards are issued to persons not members of the University community."9

7. Indiana State University Library - county.

8. University of Washington Library
In exceptional cases, individuals can be granted borrowing privileges by the Director of Libraries.

9. Montana State University Library - patrons from two counties (Gallatin and Livingston) surrounding university.

10. University of Iowa Library - within 50 mile radius.

11. University of Nebraska Library - state, by permit.

12. Central Washington University Library - state.

C. Friends of the Library

1. Eastern Illinois University Library

2. Southern Illinois University Library

D. High School Students

1. Indiana State University - faculty children.

2. Eastern Illinois University - by special permission granted by Head of Circulation Services. Teacher comes with students and closely supervises them.

E. Alumni

1. Boise State University Library
2. Eastern Illinois University Library
3. Montana State University Library (by interview)
4. University of Nebraska Library

F. Students and Faculty at Other Universities and Colleges

1. Illinois State University Library to students and faculty from Illinois Wesleyan College.
2. Eastern Illinois University* to students and faculty from Lakeland College.
3. Students and faculty under LCS (Library Computer System) in Illinois - all libraries in system, including Illinois libraries in this study.
4. Students and faculty under reciprocal consortium agreements at most (perhaps all) universities and colleges in Indiana - Indiana State University.
5. Interlibrary loan - applies to all libraries in this study.
6. Illinois State-Wide Borrowers System - applies to all Illinois libraries in this study.
7. Retired faculty - Eastern Illinois University, Illinois State University, Indiana State University and University of Washington*.

G. Other Users

1. Visiting scholars, federal and state government employees who have need of material in official capacity; also, individuals and groups who pay fee of $30 per year for one card, $10 for each additional one - University of Washington Library.
2. Faculty spouses - Eastern Illinois University Library and University of Washington Library.

*Note: Normally, when the writer lists just the educational institution, he is referring to the library at that institution. Those instances are starred on this page.

III. Loan Periods for Various Kinds of Materials

A. General Stack Books

1. Four weeks to borrowers other than faculty at Illinois State University, Northern Illinois University, University of Illinois, University of Idaho, University of South Dakota; four weeks to all except graduate students (eight weeks), faculty (sixteen weeks) and doctoral students admitted to candidacy (sixteen weeks) at Southern Illinois University; four weeks to all except faculty (one semester) and graduate students (eight weeks) at Boise State University; one semester to faculty at others above (upon request at University of Idaho for faculty and graduate students), except at University of South Dakota (one year).

2. Thirty days to all except faculty at Eastern Illinois University and Washington State University; one semester to faculty.

3. Three weeks to all at Indiana State University and University of Montana.

4. Two weeks to non-professional staff and borrowers, permit holders and undergraduates at University of Iowa; one semester to graduate students; one year to faculty and professional staff; two weeks to students (undergraduate) at Montana State University; a quarter to faculty and staff doing academic research; graduate students may apply to keep materials for a quarter.

5. Renewals - Books (general stack) can be renewed at all libraries in this study, except, possibly, at the University of Montana; no mention is made of renewals in that policy.

B. Periodicals-(Since length of circulation periods vary so greatly from library to library, have listed each institution separately).

1. Eastern Illinois University - charged out after 3 p.m. daily ; limit, 3 periodicals per patron.

2. Illinois State University - overnight.

3. Northern Illinois University - faculty only, for four days.

4. University of Illinois - only bound volumes circulate; sixteen weeks to faculty, four weeks to students and others.

5. Southern Illinois University - five days to faculty, except for current issues; overnight to students during regular library hours.

6. Boise State University - bound ones, one week to faculty; unbound ones, two days to faculty; overnight to students and staff.

7. Montana State University - some, three days to faculty staff and graduate students; do not circulate to undergraduate students.

8. University of Montana - bound ones, two weeks to faculty, one week to graduate students and two days to undergraduates; unbound ones, for building use only.

9. University of Nebraska - bound ones have varying circulation periods, title by title: non-circulating, three days or four weeks; unbound ones are non-circulating and overnight.

10. University of Iowa - one day.

11. Central Washington University - by special permission for as short a time as possible.

12. University of Washington - two weeks.

13. Washington State University - some, by special permission; others, two hours, one, seven or thirty days.

14. University of South Dakota - bound, overnight.

15. University of Idaho - no mention made in policy.

16. Renewals can be made in most of the libraries in this study, but not at Eastern Illinois University. No mention of renewals in Indiana State University, Northern Illinois University, Illinois State University nor University of South Dakota.

C. Reserve Materials

1. Two hours to seven days at Eastern Illinois University, Illinois State University, Northern Illinois University, Southern Illinois University, University of South Dakota, University of Nebraska, University of Idaho and Washington State University.

2. One hour to one week at University of Washington.

3. Two hours (average) at Montana State University; a few items circulate twenty-four to forty-eight hours for graduate courses.

4. At Boise State University, Instructor requesting reserve determines loan period.

5. Two hours, overnight, one day and three days at University of Iowa.

6. Two hours and two days at University of Montana.

7. Two days, overnight, one day and three and seven days, occasionally, at Central Washington University.

8. One hour and overnight at University of Illinois.

9. Renewals

   a. Washington State University, University of Idaho, University of Nebraska and Central Washington University all renew.

   b. Eastern Illinois University renews once, if there are duplicates on reserve shelf.

   c. University of Washington does not renew.

   d. Not mentioned in Illinois State University, Northern Illinois University, University of Illinois, University of Iowa, University of Montana, Indiana State University nor University of South Dakota policies.

D. Browsing Room Books and Materials

1. Eastern Illinois University, thirty days: bestsellers, two weeks; 30-day renewal for thirty day ones.

2. Illinois State University, University of Idaho and Southern Illinois University, four weeks; renewal given at Southern.

3. Boise State University, University of Iowa, two weeks; renewable at University of Iowa.

4. University of Montana, one week.

5. Not mentioned in policies of Northern Illinois University, University of Illinois, Indiana State University, Montana State University, University of Nebraska, University of South Dakota, Central Washington University, Washington State University, nor University of Washington.

E. Newspapers

1. Eastern Illinois University - charges out after 3 p.m. daily; limit, three per patron.

2. University of Nebraska - charges out certain titles for four weeks; in one branch library, charges out overnight.

3. Boise State University - charges out overnight to students and staff; two days to faculty.

4. University of Washington - charges out for two weeks, except for those in demand.

5. Washington State University - charges out for two hours, three, seven or thirty days (determined by chief of area library); some non-circulating ones charged out by special permission.

6. Illinois State University, Northern Illinois University, Southern Illinois University and University of Illinois do not circulate; neither do Montana State University (with exceptions), University of Iowa, University of Idaho nor University of South Dakota.

7. Indiana State University, University of Montana, Central Washington University - do not mention in their policies.

8. Renewals

   a. University of Washington and Washington State University do.

   b. University of Nebraska renews those charged out for four weeks.

   c. According to their policies, no mention is made of renewals at Eastern Illinois University and Boise State University.

F. Maps, Pictures and Pamphlets

1. Illinois State University - lends for four weeks.

2. University of South Dakota - lends maps for four weeks, pamphlets for two; does not mention pictures in policy.

3. University of Nebraska - lends maps for four weeks from main library, for three days from one subject library; pamphlets and pictures not mentioned.

4. Eastern Illinois University - lends for two weeks.

5. Northern Illinois University - varying loan periods for maps; two weeks for pamphlets; pictures not mentioned in policy.

6. Southern Illinois University - lends maps for two weeks; loan period for pamphlets varies in each subject division of library; pictures not mentioned in policy, except for framed prints, which circulate for one semester.

7. University of Washington - lends for two weeks.

8. Boise State University - lends maps and pamphlets for one week; pictures not mentioned.

9. Montana State University - Maps and pamphlets do not circulate unless special permission given by Reference Department; permission for lending of pictures must be given by Instructional Materials Department.

10. University of Montana - does not circulate maps, pamphlets or pictures, unless there is special permission from Reference Depart; slides in Art Library do circulate.

11. University of Idaho - does not lend from any of three groups.

12. Not mentioned in University of Iowa , Indiana State University, Washington State University nor Central Washington University policies.

13. Renewals - Northern Illinois University, University of Washington and University of Nebraska renew all three groups; last listed library renews only circulating for four weeks. Southern Illinois University renews maps indefinitely. Eastern Illinois University does not renew any of the three groups. Renewals not mentioned in Boise State University, Montana State University nor University of South Dakota policies.

G. Records

1. Illinois State University, Northern Illinois University, University of South Dakota and University of Washington charge out for two weeks to all users.
2. Eastern Illinois and Southern Illinois University charge out one week to all.
3. Boise State University - circulates only by arrangement.
4. Central Washington University - circulation periods vary to suit types of use.
5. University of Idaho and University of Nebraska - do not circulate.*
6. Not mentioned in policies of University of Illinois, University of Iowa, Indiana State University, Montana State University nor University of Montana.
7. Renewals
   a. Southern Illinois University and University of Washington do.
   b. Eastern Illinois University does not.
   c. Not mentioned in policies of Central Washington nor University of South Dakota.

H. Government Documents

1. Central Washington University - ninety days to faculty; fourteen days to students and others. University of Washington - also.
2. University of Illinois - sixteen weeks.
3. Southern Illinois University - sixteen weeks to faculty and doctoral students; eight weeks to graduate students; four weeks to undergraduates.
4. Eastern Illinois University - thirty days.
5. Washington State University - thirty days, subject to fourteen days if requested by another user.
6. University of Nebraska and University of South Dakota - four weeks.
7. University of Montana - bound ones, three weeks; unbound ones, at discretion of documents librarian.

*Note: University of Nebraska does circulate overnight to faculty from Music Library.

8. Illinois State University - four weeks.
9. Montana State University - two weeks.
10. Boise State University - one week.
11. University of Iowa - charges out on exceptional basis.
12. Indiana State University - nothing listed in policy.
13. University of Idaho - does not circulate.
14. Renewals
    a. Central Washington University and Washington State University renew if not requested by another user.
    b. University of Illinois - renews repeatedly if not needed by another user.
    c. Southern Illinois University - indefinite number of sixteen -week renewals for faculty and doctoral students admitted to candidacy; indefinite number of renewals (eight-week) for graduate students; indefinite number of four-week renewals for undergraduates.
    d. University of Nebraska and University of Washington-renew.
    e. University of Iowa-does not renew.
    f. Not mentioned in Eastern Illinois University, University of Montana, University of South Dakota nor Boise State University policies. Not in University of Washington policy.

I. Microforms

1. Southern Illinois University - two weeks to faculty and graduate students (microforms, plus readers).
2. University of South Dakota - two weeks.
3. University of Nebraska - loan periods vary from three-day to four weeks in branch and subject libraries; renewable.
4. Illinois State University - not to be taken from library unless cataloged as sparates; then, four weeks.
5. Boise State University - circulate only by arrangement.

6. Eastern Illinois University, University of Washington, University of Idaho, University of Iowa - do not circulate.

7. University of Illinois, Indiana State University, Washington State University - not mentioned in policies.

J. Instructional Materials and Juvenile Books*

1. Eastern Illinois University - circulates thirty days to students and others; one semester to faculty; one renewal if no save on for another patron.

2. Southern Illinois University - circulates one week, with no renewal.

3. Illinois State University and Northern Illinois University - circulate two weeks.

4. Boise State University - circulates curriculum materials one week in one branch.

K. Theses*

1. Eastern Illinois University - circulates thirty days; one semester to faculty; one renewal if not on save for another patron.

2. University of Montana - circulates two weeks to faculty and graduate students, and two days to undergraduates.

3. University of Idaho and Boise State University - circulate four weeks.

4. University of Nebraska - circulates four weeks in some branch and subject libraries.

*Quite a few of the libraries did not mention these items in their policies. Only those libraries that did so are listed in this section. In some of the library policies, materials (mostly non-circulating), such as those in special collections, are mentioned, as well as equipment, which a few libraries do circulate. Reference books can be charged out at one library, except for those designated to be used only in the library.

IV. Fines and Fees

A. General Stack Books

1. Eastern Illinois University - 25¢ per day per book. No fine if returned before 11th day after due date. Maximum per book, $10. Faculty members do not pay fines.

2. Washington State University - 30¢ per day; maximum, $9 per book.

3. Central Washington University - 25¢ per day; maximum, $10 per book.

4. Washington State University - 25¢ per day; for recalled material, $1 for day one and 50¢ per day thereafter.

5. Boise State University - 25¢ per day.

6. University of Illinois - 15¢ per day; faculty members do not pay fines.

7. Southern Illinois University - 15¢ per day.

8. Northern Illinois University, Illinois State University and University of South Dakota all charge 10¢ per day.

9. University of Nebraska -10¢ per day; has 2-day grace period.

10. University of Iowa - 10¢ per day for students, with $3, maximum; 50¢ per day for graduate students, with $5 maximum; faculty, not fined.

11. Indiana State University - 5¢ per day.*

12. Montana State University - 5¢ per day if fine is paid when book is returned; if fine notice is sent, 10¢ per day; 5 day grace period; if book is 6 or more days overdue, full fine is charged. Fines not assessed on books or materials on days library is closed. Faculty and staff not charged fines, but library privileges will be revoked if items not returned.

13. University of Montana - $1 on eighth day overdue; Replacement assessment made on thirtieth day, plus $2 processing fee.

* If a book that has been recalled has not been returned by the seventh day, a fine of one dollar per day will be assessed until the book is returned.

14. University of Idaho - $1.50 for first and second overdue notices; $2 for third; $5, maximum fine; $1 for book requested by another user, but not returned in three days.

B. Periodicals

1. Eastern Illinois University - $1 to $4, depending on amount of the overdue.

2. University of Nebraska - $1.50 each day library is open.

3. Montana State University - $1 per day to maximum of $5.

4. Central Washington University - 25¢ an hour; maximum, $10.

5. University of South Dakota - 25¢ an hour.

6. University of Montana - 25¢ per day; faculty and staff not fined.

7. Boise State University - 50¢ for first hour, up to $2 per day.

8. University of Washington - 30¢ per day; maximum, $9 per item.

9. Washington State University - 25¢ per day on 30-day bound ones; 25¢ per hour, or fraction of, on those charged out with special permission.

10. Southern Illinois University and University of Illinois - 25¢ a day.

11. University of Iowa - 25¢ per day to a maximum of $5.

12. Nothing on periodical fines listed in policies of Illinois State University, Northern Illinois University nor Indiana State University.

C. Reserve Materials

1. Eastern Illinois University - 25¢ for first hour, and 10¢ for each additional hour that library is open.

2. Illinois State University - two-hour and overnight: 25¢ for first hour, 10¢ for each additional hour (up to twenty-four hours; $1 per day, thereafter); seven-day: 25¢ per day.

3. Northern Illinois University - $3 after time due, plus $1 per day per item.

4. Southern Illinois University - two-hour: 50¢ for first hour, or part of, and 15¢ for each additional hour, or part of.

5. Indiana State University - 25¢ for first hour, or part of, and 15¢ for each additional hour, or part of.

6. University of Iowa - two hours and overnight: 25¢ for first hour, and 10¢ for each additional item is overdue during time library is open; one day or three-day: 25¢ per day, or portion of; maximum fine, $5.

7. University of Nebraska - two-hour: 30¢ each hour library is open; one day: 30¢ per hour if paid on first day overdue; $3 per item per day after; three-day, one week: $1.50 each day library is open.

8. Montana State University - 50¢ for first half hour, and 10¢ for each hour after, not to exceed $1.50 per day per book;

9. University of Montana - two-day: 50¢ per day; two-hour: 50¢, first hour; 10¢, each additional hour.

10. Central Washington University - 25¢ an hour; maximum, $10.

11. University of Washington and Washington State University - two-hour: $1 for first hour, or part of, and 25¢ for each additional hour, or part of; one, three and seven day: $1 for first, 50¢ for each additional day.

12. University of Illinois and University of South Dakota - nothing concerning reserve fines mentioned in policies.

D. Browsing Room Books and Materials

1. University of Idaho - $1.50 for first and second overdue notices; $2 for third notice; $5, maximum; $1 per day for items recalled, but not returned in reasonable amount of time (approximately three days).
2. University of Washington - 30¢ per day; maximum is $9.
3. Eastern Illinois University and Boise State University - 25¢ per day.
4. University of Iowa - 10¢ per day to maximum of $3.
5. Illinois State University and Montana State University - not mentioned in policies.

E. Newspapers

1. Eastern Illinois University - $1 to $4, depending on amount of time overdue.
2. University of Washington - 30¢ per day, with a maximum fine of $9.
3. University of Nebraska - 10¢ per day for four-week loans; seven-day grace period; amount of fine for overnight loan returned late not listed.
4. Northern Illinois University and Boise State University - not listed in policies.

F. Maps, Pictures and Pamphlets

1. University of Washington - 30¢ per day.
2. Southern Illinois University - 15¢ per day.
3. Illinois State University, University of Nebraska , Northern Illinois University and University of South Dakota - 10¢ per day (on overdue maps for University of Nebraska).
4. Boise State University - $1 maximum listed for pamphlets in table accompanying policy.
5. Eastern Illinois University - no fine.
6. Montana State University and University of Montana - nothing listed in policies.

G. Records

1. University of Washington - 30¢ per day up to $9 maximum.
2. Central Washington University - 25¢ per day.
3. Illinois State University, Northern Illinois University and University of South Dakota - 10¢ per day.
4. Boise State University and Eastern Illinois University - no amount of fine listed in policies.

H. Government Documents

1. University of Washington - 30¢ per day.
2. Central Washington University and Washington State University - 25¢ per day.
3. Eastern Illinois University, Illinois State University, Northern Illinois University, University of South Dakota - 10¢ per day.
4. Indiana State University, Montana State University, Boise State University, University of Montana - nothing given in policies.

I. Microforms

1. Southern Illinois University - 15¢ a day or portion of a day for graduate students; no fine for faculty.
2. University of Nebraska - 10¢ a day for four-week loans; $1.50 a day for three-day and one-week loans.
3. Illinois State University and University of South Dakota - 10¢ per day.
4. Boise State University - nothing mentioned in policy.

In connection with fines, faculty members are not mentioned specifically in all of the policies in this study. In those in which they are not, it is assumed that they are fined. Eastern Illinois University, the University of Idaho, Southern Illinois University and Montana State University (as was noted on an earlier page) do not charge faculty fines. The University of Idaho also exempts from overdue charges graduate students with books charged out from the general collection. At Southern Illinois University, faculty are fined for failure to return recalled books and material before their recall dates. The only exception at the University of Iowa is that a faculty member who keeps an item that he placed on reserve past the due time or date is not fined.

J. Instructional Materials and Juvenile Books

1. Eastern Illinois University - 25¢ a day; maximum, $10. Faculty not fined.
2. Southern Illinois University - 25¢ a day. Faculty not fined.
3. Illinois State University - 10¢ a day.
4. Northern Illinois University - 10¢ a day.
5. University of Nebraska and University of South Dakota - 10¢ a day.
6. University of Idaho - $1.50 for first and second overdue notices, and $2 on third; maximum, $5. Faculty not fined.

K. Theses

1. Eastern Illinois University - 25¢ a day; maximum, $10. Faculty not fined.
2. University of Montana - service charge. Faculty not fined.
3. University of Idaho - $1.50 for first and second overdue notices, and $2 on third; maximum, $5. Faculty not fined.
4. Boise State University - 25¢ a day.
5. University of Nebraska - 10¢ a day.

V. Charges for Lost Materials

A. Eastern Illinois University - cost of lost or mutilated item, plus $5 service charge; if rebinding is possible, patron pays binding cost instead; may supply replacement copy instead of paying; payment made at University Business Office; refund of cost, if returned.

B. Northern Illinois University - $20 per item or replacement cost, whichever is greater; if returned after considered lost, overdue fine rate applies; may supply replacement copy.

C. Southern Illinois University - all borrowers charged replacement cost and processing fee of $5 for lost or mutilated material.

D. University of Illinois - cost, plus any fines which accrued before loss reported.

E. Indiana State University - replacement cost, $2 processing fee and overdue amount of $3 per item charged; reparable damaged material rebound at user's expense.

F. Montana State University - replacement cost, plus processing fee (amount not given in policy).

G. Boise State University - cost of item, plus $10 processing fee; if returned, replacement cost refunded.

H. University of Iowa - for item not returned within two months of due date, patron is billed for replacement cost (plus accrued fine) to be paid at Business Office.

I. University of Nebraska - $35 for books, $45 for bound periodicals, $50 for theses and dissertations and $8 for unbound periodicals; user can give replacement for lost item. Prices listed are per item ($35 for each book, etc.).

J. University of Idaho - current list price (or estimate), plus service fee of $10 for processing and accrued overdue charges (maximum of $5, except for reserve materials); for uncataloged items, $5 service fee assessed.

K. University of Montana - on thirtieth overdue day, assessment made for replacement, plus $2 processing fee; Publishers Weekly average book costs for year used to determine cost.

L. University of Washington - cost (minimum of $5) as determined by Head of Acquisitions, plus service fee; charges (except for service fee, if referred to collection agency) cancelled if material returned or replaced with another copy; binding charge for serials.

M. Washington State University - replacement charge, plus nonrefundable service charge of $10, added to maximum fine, $10; if found in six months, cost refunded.

N. Central Washington University - replacement charges: books, $10; serial volumes, $30; single serial issue, $2; if found and charge is over $10, all but $5 refunded.

O. Illinois State University - nothing in policy.

VI. Unclear Records

A. Eastern Illinois University - Complete holds placed on student's record if material not returned from previous semester; library service denied to such a student; Records Office withholds transcript of any student with unclear record, which also includes anyone with unpaid library fine(s) from previous semester.*

B. Northern Illinois University - University Registrar withholds transcript and/or will prohibit future registration until account is paid.

C. Southern Illinois University - Failure to clear record before beginning of next semester may mean suspension of library privileges.

D. University of Illinois - If records not cleared, student cannot register for classes, receive diploma nor transcript; cannot borrow materials from library.

E. University of Iowa - Unpaid bills stop graduation, registration and receipt of transcripts; deductions from faculty paychecks. If material returned after billing, credit for replacement cost is made to patron's account.

F. University of Washington - Hold on records; no reregistration; no borrowing privileges.

G. Washington State University - Failure to pay library bills will result in no issuance of transcripts and withholding permission to re-enroll; may also result in revocation of borrowing privileges by Director of Library.

H. Central Washington University - If charges not paid, college records will be held, collection processes initiated, privileges revoked.

I. Illinois State University, Indiana State University, Montana State University,* Boise State University, University of Nebraska, University of Idaho, University of South Dakota, University of Montana - nothing listed in policies.

*Faculty members who do not return long-overdue materials are denied library charge-out privileges (according to Eastern's policy). Those who do not clear records when leaving university do not receive final month's paychecks (university administrative policy).

*As a last recourse, Montana State University revokes faculty and staff borrowing privileges of those who fail to return materials.

Summary and Comments

Twelve (80%) of the responding libraries in this study state in their policies that they lend to residents. Four lend to state residents, three to county (one to residents in two counties), one to persons within a fifty-mile radius, one to community members and three to individuals securing some sort of special permission. Therefore, we can conclude that most of the libraries lend to persons outside their university boundaries. All of them lend to students, faculty and staff, those inside their boundaries. In addition, two lend to high school students, four to alumni, and six to students at other universities and colleges (other than interlibrary loan). Some also grant borrowing privileges to other users, including faculty spouses (mentioned in two policies).

Nine (53 1/3%) of the libraries charge out general stack books for four weeks (thirty days at one), two for three weeks, and two for two weeks. Loan periods for faculty vary from one semester to one year. Fourteen libraries renew.

According to policies, five (33 1/3%) of the libraries circulate periodicals overnight (only bound ones in one library). Circulation periods in others vary from none to undergraduates to sixteen weeks for faculty. Most of them give renewals. One library circulates for four days to faculty only.

Two hours to seven days constitutes the normal span of reserve circulation periods in this study. Eight (55 1/3%) of the libraries have that span. Only six of them state in their policies that renewal of reserve books and materials is permitted.

Browsing Room books can be charged out from one to four weeks, and can be renewed at three libraries. Seven did not mention them in their policies.

Five (33 1/3%) of the libraries circulate their newspapers. Only two circulate them for four weeks, restricted to certain

titles. Other circulation periods range from two hours to two weeks (practiced by one library, except for those titles in demand). Three libraries renew.

Loan periods for maps, pictures and pamphlets differ among the libraries. Eleven (73 1/3%) circulate some or all or all three groups of materials. Some circulate maps, but not the other two groups. They are not mentioned in four libraries' policies. Three libraries, according to their policies, grant renewals; one does not. Seven do not mention renewals.

Nine (60%) of the libraries charge out records. Four circulate for two weeks, and one for one week. Two others circulate records (one by arrangement and one according to type of use). Two renew. As has been true with other kinds of materials, some of the libraries do not mention them in their policies.

Eleven (73 1/3%) of the libraries circulate government documents. Four weeks dominates as the largest number of circulation periods. Five (33 1/3%) of the libraries do so.

Five (33 1/3%) charge out microforms. Loan periods vary from three days to four weeks among libraries that circulate them. One library circulates by arrangement. One renews.

According to policies, five (33 1/3%) of the libraries circulate instructional materials and juvenile books from one to four weeks. Two charge out to faculty for one semester.

The circulation range for theses is from two to four weeks, with a semester charge-out to faculty at one library. One library renews them. Four (23 1/3%) circulate them.

Four (23 1/3%) of the libraries in this study charge 25¢ a day for overdue general stack books. The fine is 15¢ a day at two libraries, 10¢ at two others and 5¢ at yet another two. One charges 30¢ , and 50¢ for graduate students. At four libraries, faculty members are not fined. However, two revoke faculty privileges (according to their policies) if books or materials are long overdue. Two libraries have grace periods.

The most common overdue periodical fine, 25¢ a day, is charged at four (23 1/3%) of the libraries in this study. Other fines listed were: $1.50, $1 and 30¢ a day, and 50¢ for the first hour (up to $2 a day). One library does exempt faculty and staff from fines.

Fines on reserve materials vary so much among the libraries that it is difficult to detect a normal pattern. However, three (20% Of those listing fines) charge 25¢ for the first hour, with different amounts for the hours following. Maximum fines of $5 and $10 are charged by two libraries.

Whether or not circulation periods and fines influence, in any way, theft and mutilation of books and materials in libraries is a question that this writer has. At Eastern Illinois University, book loss has been comparatively low, according to two recent inventories. Recently, the fine on general stack books has been increased from 10¢ to 25¢ for each day overdue, unless returned during the first ten overdue days; then, there is no fine. What effect, if any, will this greater fine have? Will users return more books on time? Will a higher fine rate mean more theft and/or mutilation of books and materials (since fine rate on overdue periodicals is now higher, too)?

It is hoped that computers and their many wonderful applications and benefits in libraries have not come to overshadow such subjects as circulationpolicies, that some librarians have not become so totally absorbed in the computer age that they completely ignore the importance of problems in libraries that need attention, but that cannot be solved with computers alone. Whatever may be the case, it does seem evident that library circulation processes are being influenced, mostly on the positive side.

REFERENCES

1. Burr, Robert L. Toward a General Theory of Circulation (University of Illinois Graduate School of Library Science Occasional Papers No. 130, October, 1977), p. 43.

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3. Eastern Illinois University Library Services. Circulation Policy (revised October 12, 1982), p. 1.

4. Illinois State University, Milner Library. Library Circulation Policies, p. 1.

5. University of Washington Libraries. Operation Manual: Policies, Guidelines, and Procedures (Washington Administrative Code, WAC 478-168, Regulations for the Libraries, effective October 1, 1979), p. 1.

6. Washington State University. Libraries' Policies, Rules, and Regulations (Washington Administrative Code, Chapter 504-40), p. 1.

Besides the ones listed in the above references, libraries that sent or gave their policies, which were referred to in this study, are the following: Boise State University, Central Washington University, Indiana State University, Northern Illinois University, University of Idaho, University of Illinois, University of Iowa, University of Montana, University of Nebraska and Southern Illinois University.